

Laboratory Branch Final Report Review Checklist

Work Order Number and Site Name:	1202001 Dimock Residential Groundwater		
Parameter Group/Analyst/Peer Reviewer:	Alcohols by EPA 8015D SVOCs by CLP Equivalent VOCs by CLP Equivalent (trace)	ACM ERG SCW	_____ _____ _____

Item	Observation	Action
Analytical Request Form and associated documentation of negotiations match reported (i.e. site name, site contact names, method, analytes, QLs)	OK; 2-methoxyethanol added to SVOC as possible confirmation if found in glycols; 1-methylnapthalene added to SVOC	Use Glycol Analysis for results for 2-methoxyethanol; Zero % recovery for 5 and 60 ppb spike;
Work Order Form completed and signed by peer reviewer	EDD needs reviewed; letter-to-file information not included; consolidation signoff needed.	Need to review EDD before finalizing report.
Report complete with all sections included (i.e., SOP #)	OK; SVOC had different GC conditions & documented exact procedures in case file.	OK
Any obvious outliers (i.e. 1000% recovery, wrong units)	Zero percent recovery for 2-methoxyethanol in 5 and 60 ppb LCS. Other compounds had zero or low recoveries in 5ppb spike.	Need to raise QLs (possible qualify 2-methoxyethanol "R").
Issues communicated to customer including QC outliers and exceptions(i.e. qualifiers used appropriately)	OK	
Communications clearly stated	OK; made slight modifications to narrative; included statemetn about method blank in SVOC.	OK
Spelling and grammar correct	OK	
Technical peer review: checklist completed with clear resolution of any issues	Missing analysts' initial/date when corrections made (SVOCs, Alcohols).	Analyst needs to initial/date corrections made (no impact to final report).
Other Issues or Comments	Unvalidated data = 7 days (refer to Special Instructions) Validated data = 21 days	
Reviewer Name and Signature:	Date:	02/26/2012

Records Management
*Case File Checklist Complete
*Initial and Date Case File Checklist
*Sign Final Report

Additional Comments: